



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
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NEW ORLEANS, LA 70114-1500

ForO 3440.1H  
G-3/5  
SEP 08 2014

FORCE ORDER 3440.1H

From: Commander  
To: Distribution List

Subj: MARINE FORCES RESERVE HURRICANE EVACUATION AND CONTINUITY  
OF OPERATIONS ORDER (SHORT TITLE: MARFORRES HURREVAC AND  
COOP ORDER)

- Ref:
- (a) National Security Presidential Directive NSPD 51/Homeland Security Presidential Directive HSPD-20, National Continuity Policy, May 9, 2007
  - (b) DoD Directive 3020.26, "Department of Defense Continuity Programs, January 9, 2009
  - (c) DoD Instruction 3020.42, "Defense Continuity Plan Development," February 17, 2006
  - (d) Federal Continuity Directive 1, October 26, 2012
  - (e) Federal Continuity Directive 2, February 1, 2008
  - (f) MCO 3030.1
  - (g) MCRP 3-02E
  - (h) MCO 3440.7B
  - (i) DoDD 3025.18, Defense Support of Civil Authorities, December 29, 2010
  - (j) DODI 3025.21, Defense Support of Civilian Law Enforcement Agencies, February 27, 2013
  - (k) CJSC DSCA EXORD, June 7, 2013
  - (l) USMC DSCA Standing EXORD, July 3, 2013
  - (m) DoDD 5210.56, Carrying of Firearms and the Use of Force by DoD Personnel Engaged in Security, Law and Order or Counterintelligence Activities, April 1, 2011
  - (n) ForO 3060.1A
  - (o) Joint Federal Travel Regulations, Volumes 1 & 2, October 1, 2012
  - (p) Joint Travel Regulations, Vol. 2 (JTR) Change 583, May 1, 2014
  - (q) OPNAVINST 3006.1
  - (r) MCO 3800.2B
  - (s) NAVFAC P-78

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1. Situation. Marine Forces Reserve (MARFORRES) must be prepared to continue mission essential functions required to meet National Defense and/or civil support requirements in the event a man-made or natural disaster precludes operations aboard the Marine Corps Support Facility (MAFCORSPTFAC), New Orleans as described in references (a) through (h). This Order provides the instructions for the evacuation and the execution of the Continuity of Operations Plan (COOP) in the event MARFORRES must evacuate the New Orleans area for the safety of its personnel and families. This Order may be used for evacuations and COOP due to hazards other than hurricanes. However, an impending hurricane represents the most likely and potentially the most dangerous threat to the New Orleans area.

a. Friendly Forces

(1) Higher. Headquarters Marine Corps (HQMC) monitors the evacuation through the HQMC Crisis Response Center (CRC).

(2) Adjacent

(a) Marine Corps Forces Command (MARFORCOM), in coordination with HQMC Plans Policies & Operations (PP&O), responds to sourcing requirements for recovery operations, as required.

(b) Marine Forces North (MARFORNORTH) is responsible for advising U.S. Northern Command (USNORTHCOM) on the availability of Marine forces to assist in response/recovery efforts in the case of a civil disaster. The MARFORNORTH staff in New Orleans uses this Order as the basis to plan for their evacuation. Headquarters Battalion (HQBN), MARFORRES provides pre-identified support to MARFORNORTH personnel during an evacuation. Similarly, MARFORNORTH is prepared to support HQBN in their capacity as the Headquarters Commandant throughout the evacuation.

(c) Close coordination throughout a hurricane event is required with the Commander, Naval Air Station, Joint Reserve Base (NAS JRB), New Orleans, Louisiana, due to the significant number of MARFORRES personnel who reside in base housing. Due to the base's low elevation, it may close while MARCORSPTFAC remains operational and MARFORRES personnel shelter in place at their homes. Mitigating actions are anticipated to provide support to MARFORRES personnel living aboard the NAS JRB should

the base close while the remainder of the command shelters in place.

(3) Supporting

(a) Federal Emergency Management Agency, U.S. Department of Homeland Security.

(b) State and local civil defense/emergency service organizations.

(c) Federal, state, and local law enforcement agencies.

(d) Civilian Relief Agencies

1. American Red Cross

2. Salvation Army

3. Various faith-based and other volunteer relief organizations.

b. Assumptions

(1) Given the geographic location of New Orleans and historic precedent, the most likely cause for MARFORRES to evacuate and execute a COOP is an approaching hurricane.

(2) A hurricane striking the New Orleans area may result in the following:

(a) Great loss of life and/or injury to the civilian population.

(b) Extensive damage to government and private property.

(c) Standing water.

(d) Loss of use of infrastructure, including power and water.

(e) Degradation of EMS/Fire/medical triage capacity.

(f) Lawlessness, to include rioting and looting.  
See reference (h).

(3) A hurricane affects military and civilian activities and agencies requiring coordination and mutual assistance between military and civilian organizations.

(4) HQMC, PP&O may direct Commander, Marine Forces Reserve (COMMARFORRES) to attach forces to Commander, U.S. Northern Command (CDRUSNORTHCOM) for emergency response/recovery efforts.

(5) A hurricane or other civil emergency disrupts or severely impairs communications, transportation, health, and sanitation services/capabilities.

(6) This plan can/may also be used as the foundation for an all-hazard continuity of operations exclusive of a hurricane scenario.

c. Legal Considerations. With the exception of the immediate protection of life/limb, MARFORRES forces will not be employed as units except in accordance with established Department of Defense (DoD) policies for Defense Support to Civilian Authorities (DSCA) as coordinated with MARFORCOM and HQMC per references (i) through (l).

(1) Immediate Response Authority. Normally, the DoD provides support when requested by civil authorities and approved by the Secretary of Defense; however, response to municipal, county, or tribal level requests may be provided under Immediate Response Authority (IRA). If requested, any commander can provide resources to save lives, prevent human suffering, and to mitigate great property damage. See reference (i) for additional guidance on approving, providing and paying for immediate response actions. A request for assistance from some civil authority (i.e., tribal authority, mayor, chief of police, fire chief, sheriff, chief of emergency management, etc.) is required to initiate the IRA. This request may initially be made verbally, followed by a written request. The rule-of-thumb time limit is 72-hours for immediate response operations. The 72-hours corresponds with the time limit for the response phase (focus is life-sustaining functions) of a DSCA operation. After 72-hours, the response is generally no longer considered immediate and falls into the category of restoration/recovery. In all cases, the Marine commander

directing the response shall immediately notify the National Joint Operations and Intelligence Center (NJOIC) through the chain of command (DC PP&O-PS) of the details of the response.

(2) Posse Comitatus Considerations. The Posse Comitatus Act as promulgated per DoD regulation applies to all military personnel in a Title 10 duty status, to include the active and reserve components of the Marine Corps. This Act prohibits federal, state, and local leaders from using federal forces that would subject civilians to the use of military power that is regulatory, prescriptive, proscriptive, or compulsory. Prohibited activities include searches, seizures, arrests, apprehensions, conducting security patrols, crowd and traffic control, and any other similar activities on behalf of civilian law enforcement authorities. Prohibiting direct military involvement in law enforcement is in keeping with long-standing United States law and policy limiting the military's role in domestic affairs per reference (1).

(3) For DSCA or Immediate Response, military personnel are not authorized to carry individual service weapons unless authorized by the Secretary of Defense, per reference (m). Privately owned weapons and ammunition are prohibited.

2. Cancellation. ForO 3440.1G.

3. Mission. On order, MARFORRES conducts evacuation operations and establishes an Alternate Headquarters (AH) at a pre-designated location in order to safeguard military and federal employees and their families, classified material, and to ensure continuity of operations for the duration of the event.

4. Execution

a. Commander's Intent

(1) Purpose. To provide guidance, instruction, and procedures for executing an evacuation and COOP in the event of a major hurricane tracking to hit the New Orleans geographical area, or any event requiring an evacuation. This plan is designed to allow for variations due to changes in meteorological conditions or storm track as well as an adaptable base plan for COOP execution due to other spontaneous events that could be related to terrorists, homeland defense, or other natural disasters.

(2) Method

(a) MARFORRES evacuation and continuity of operations planning is focused on a hurricane scenario because of the high likelihood that a future MARFORRES evacuation will be the result of a hurricane in proximity to the Central Gulf Coast.

(b) The safety of our personnel and their families is paramount. To ensure their safety, I require established procedures that provide for early evacuation decisions allowing our personnel time to prepare their homes with sufficient time to pack prior to leaving for their safe haven. Any evacuation of MARFORRES personnel must be orderly and controlled. By controlled, I mean that commanders and department heads must maintain accountability of their personnel (both military and federal service employees) throughout the evacuation to their designated safe havens or alternate headquarters. For the purposes of this Order, federal employees include both Government Service (GS) and Non-Appropriated Funds employees. I intend for military and federal service personnel to be afforded the opportunity to evacuate with their families. However, Major Subordinate Commands (MSC) Commanding Generals and department heads, with concurrence of the Force Chief of Staff, may authorize members due to extenuating circumstances, such as spousal employment as a First Responder, to remain behind with their families. Daily accountability of those remaining behind is a prime directive.

(c) I intend to exercise command and control of the evacuation from the AH. However, throughout any evacuation, I want to ensure that MARFORRES continues to support current Overseas Contingency Operations and any other ongoing operations by continuing to operate MARCORSPTFAC, New Orleans until command and control can be passed to the Emergency Relocation Staff located at the AH. A Remain Behind Element (RBE) will be established to ensure the security of MARFORRES property and classified material at the MARCORSPTFAC.

(d) After the storm passes, an assessment of the situation in New Orleans will be conducted to determine the next course of action. Preparations will be made for continuing operations from the AH or return to New Orleans. However, as long as the AH remains operational, a deliberate retrograde will be planned and executed.

(3) End state. Success is defined as MARFORRES personnel and their families safely evacuated from the New Orleans area and all being accounted for daily; MARFORRES equipment and classified material safeguarded; operations continued uninterrupted and seamless; and finally, Marines and their families safely returned to New Orleans and operations resumed from the MARCORSPTFAC, New Orleans location.

b. Concept of Operations. The MARFORRES evacuation and COOP is conducted in four phases. Transitions between phases are conditions based, or as determined by COMMARFORRES. Flexibility in transitioning between phases is essential due to changes of projected storm tracks, potential alterations in city and state evacuation timelines, and potential early activation of the contraflow evacuation traffic pattern, per references (d) through (f). The phases are:

- Phase I - Readiness and Preparedness
- Phase II - Activation/Evacuation
- Phase III - Continuity Operations
- Phase IV - Reconstitution

(1) Phase I - Readiness and Preparedness. The Readiness and Preparedness Phase is continuous. Phase I ends 96 hours prior to the projected onset of tropical storm force winds in the New Orleans area, or as determined by COMMARFORRES.

(a) During this phase, MARFORRES Staff Sections, HQBN, MARCORSPTFAC, New Orleans, and the MSCs update evacuation and Emergency Relocation Staff (ERS) databases to ensure accuracy and preparedness for an evacuation of the Headquarters to designated alternate headquarters/safe havens.

(b) Commencing 1 December, and to be completed no later than (NLT) 1 May each year, every Staff Section and MSC reviews After-Action Reports from the previous hurricane season and recommends/makes appropriate adjustments to evacuation and COOP plans and submits the updates to the MARFORRES Assistant Chief of Staff (AC/S), G-3/5.

(c) During May and August of each year, MARFORRES conducts a staff exercise under the cognizance of the AC/S, G-3/5 in order to rehearse the Evacuation/COOP decision-making procedures.

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(d) The Commanding Officer (CO), HQBN will coordinate hurricane awareness/preparedness training and evacuation briefings to all MARFORRES personnel prior to, and throughout the hurricane season ensuring all new personnel, as a result of Summer Permanent Change of Station (PSC) moves or civilian hiring actions, receive the necessary information.

(e) MARFORRES General Staff, Special Staff sections, and MSCs coordinate with the MARFORRES G-4 and the HQBN S-4 to prepare equipment and materials identified as mission essential for operations during an evacuation for embarkation. Details are provided in ANNEX D, of this Order and the HQBN Evacuation/COOP Order.

(f) The CO, HQBN and AC/S, Facilities inspect all areas of MARCORSPTFAC for broken windows, doors, and construction materials etc., for potential hazards during a tropical storm/hurricane, completing the repairs and/or mitigating measures NLT 31 May.

(g) Memorandums of Understanding between HQBN, MSCs, and commanders of bases that serve as AH are updated/revised, as required to comprehensively address COOP related facility issues.

(h) AC/S, G-3/5 coordinates with New Orleans and Louisiana Emergency Operations Centers (EOC) to ensure MARFORRES liaison officers are prepared to execute EOC responsibilities.

(i) On 1 June, COMMARFORRES sets Hurricane Condition of Readiness 5 (HURRCOR 5). HURRCOR 5 is maintained from 1 June thru 30 November unless otherwise increased. Changes in the HURRCOR are directed by COMMARFORRES or the Executive Director, MARFORRES. Refer to ANNEX C for HURRCOR and Storm Categories.

(2) Phase II - Activation/Evacuation. Phase II commences 96 hours prior to the projected onset of tropical storm force winds in the New Orleans area. Phase II ends when COMMARFORRES determines that operations must continue at the AH (execute Phase III) or that a return to New Orleans is feasible (execute Phase IV). COMMARFORRES may halt the evacuation and direct a return to New Orleans if it appears the storm no longer presents a danger to MARFORRES personnel or their families in the New Orleans geographical area. See ANNEX C, APPENDIX 1 for evacuation timeline and decision points.



(a) At 96 hours prior to forecasted onset of tropical storm force winds in the New Orleans area, the MARFORRES AC/S, G-3/5 advises COMMARFORRES on the status of the tropical storm/hurricane and recommends courses of action.

(b) From 96 hours to 72 hours prior to onset of tropical storm force winds in the New Orleans area, the MARFORRES AC/S, G-3/5 provides appropriate storm updates to COMMARFORRES. During this period, the following tasks are expected to be accomplished:

1. Warning order issued to all pre-designated ERS personnel to prepare to displace to the AH.

2. The Emergency Relocation Staff (ERS) Advance Party (ADVON) deploys to the AH via Privately Owned Vehicles (POV). Personnel will be authorized to evacuate with their dependents.

3. The Crisis Action Team (CAT) forms and reports to the MARFORRES AC/S, G-3/5 in the Crisis Operations Center (COC) for further instructions. See reference (n).

4. Upon arrival of the ERS ADVON at the AH, the MARFORRES COC (FWD) Senior Watch Officer establishes positive communication with the MARFORRES COC in New Orleans, HQMC, and MARFORCOM via NIPRNET, SIPRNET, commercial and secure telephone, facsimile, and TANDBERG. Positive communications are also established with the NAS JRB New Orleans EOC.

(c) At 72-hours prior to the forecasted onset of tropical storm force winds in the New Orleans area, COMMARFORRES sets HURRCOR 4 should the storm maintain tracking towards New Orleans. Upon setting HURRCOR 4, the following tasks are expected to be accomplished:

1. Remainder of the ERS proceeds via POVs to the AH. Personnel will be authorized to evacuate with their dependents.

2. Warning order for potential evacuation is issued to the remainder of the MARFORRES, MSC staffs, and HQBN. The warning order releases Marines, Sailors, and federal employees in time to prepare their homes and families for evacuation. The warning order is not the evacuation order. The evacuation order is issued separately.

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3. ERS ADVON prepares for the transfer and assumption of command and control of the evacuation to include G-1 personnel assuming responsibility for accounting for all personnel.

4. Liaison Officers (LNO) for the City of New Orleans and the State of Louisiana EOCs report to their respective EOCs and establish communications with the MARFORRES COC.

(d) Critical Decision Point. Between 72 hours, but no later than 60 hours, and based on predicted storm category, storm track, forecasted rainfall and storm surge, COMMARFORRES decides whether or not to issue an evacuation order. Three types of evacuations can be ordered:

1. Authorized Evacuation. Permits a Marine, Sailor or federal employee to evacuate if the individual feels it necessary for the safety of their family and/or themselves; however, they may remain in the area and shelter-in-place.

2. Directed Evacuation. All Marines, Sailors, and federal employees must evacuate the area to a safe haven. While RBE personnel remain at MARCORSPTFAC, their families evacuate.

3. Specific Area Evacuation. COMMARFORRES may direct or authorize evacuation by specific zip code. Specific area evacuations are implemented in cases where wind may not be the biggest threat but the areas are extremely low lying and in danger of flooding due to prolonged rainfall/storm surge.

**Note: In all cases, Marines, Sailors, and federal employees are reimbursed for evacuating in accordance with the Joint Federal Travel Regulations and Joint Travel Regulations (References o and p), respectively.**

(e) If COMMARFORRES authorizes an evacuation, command and control remains with COMMARFORRES at MARCORSPTFAC, New Orleans. The CAT remains in place in the COC. Marines, Sailors, federal employees, and the ERS personnel are directed when to report back to work upon the passing of the storm.

(f) If COMMARFORRES directs an evacuation, the following tasks are expected to be accomplished:

1. Issue evacuation orders authorizing all Marines, Sailors, federal employees, and all dependents to evacuate.
2. Advise contractor employees via their Contracting Officer Technical Representative (COTR) of the command decision to evacuate. Contractor employees and their employing company are responsible for their own evacuations.
3. All Marines, Sailors, and federal employees not designated as part of the RBE evacuate via their POVs to a safe haven in the general direction of their designated AH ensuring their route of advance is as clear of the storm track as practical. Specific guidance regarding minimum or maximum allowed driving distances is issued in the evacuation order.
4. HQBN coordinates government transportation, as required for MARFORRES, MSC, and Headquarters Battalion personnel who lack personal transportation.
5. Command and control of the Force and the evacuation operation shifts to the AH at the direction of COMMARFORRES, upon the recommendation of the AC/S, G-3/5 in coordination with the AC/S, G-6.
6. The AC/S, G-3/5 notifies HQMC Crisis Response Center (CRC) of the change of command and control to the AH.
7. HQBN MARFORRES and all MSCs will maintain internal communication controls, account for their personnel, and provide a daily morning report to the MARFORRES G-1 at the AH. In addition to their chain of command, Marines, Sailors and federal employees may obtain information through the toll-free telephone number (1-800-638-4698), the MARFORRES Facebook, Twitter, and mass communication tool on evacuation instructions; however, this does not preclude keeping their chain of command informed for additional guidance. See reference (q).

(g) At 48 hours prior to onset of tropical storm force winds in the New Orleans area, COMMARFORRES establishes HURRCOR 3 should the storm maintain tracking towards New Orleans. Upon establishing HURRCOR 3, the following tasks are expected to be accomplished:

1. Make final logistical preparations for the RBE, CAT, and Marine Corps civilian police.

2. Conduct communication checks between MARFORRES COC New Orleans, the City of New Orleans and State of Louisiana EOCs, and NAS JRB, New Orleans.

3. Final preparations made for securing MARCORSPTFAC, New Orleans to preclude/minimize storm damage by remain behind personnel.

(h) 24-hours prior to the onset of tropical storm force winds in the New Orleans area, COMMARFORRES establishes HURRCOR 2 should the storm maintain its track toward New Orleans. Upon establishing HURRCOR 2, the following tasks are expected to be accomplished:

1. All MARFORRES and MSC non-mission essential personnel not assigned to the RBE or the ERS will be secure at their respective safe havens.

2. The CAT in coordination with the CO, MARCORSPTFAC provides a Situation Report (SITREP) to COMMARFORRES on tasks completed in preparation for the impending storm at MARCORSPTFAC, New Orleans per reference (n).

(i) At 12-hours prior to onset of tropical storm force winds in the New Orleans area, COMMARFORRES sets HURRCOR 1 should the storm maintain tracking towards New Orleans. Upon setting HURRCOR 1, all personnel, the CAT, designated RBE, as well as Marine Corps civilian police are to be in the safest possible location within MARCORSPTFAC to protect them from destructive winds and flying debris.

(j) After the storm passes, the CAT/RBE starts assessing the situation. The RBE begins the recovery process to minimize any damage caused to MARCORSPTFAC by the storm. The AC/S, G-1 provides COMMARFORRES with a personnel/location update. The CAT gathers information on the status of sewer, water, power, communications, municipal services, and traffic ability in and around New Orleans and the surrounding parishes via the EOC LNOs. The CAT advises COMMARFORRES on the feasibility of MARFORRES personnel and their families returning to the New Orleans area. Based on the status of utilities, communications and traffic ability in the area, COMMARFORRES can make one of three possible decisions.

1. If little to no damage occurred to the municipal infrastructure or MARCORSPTFAC during the storm, COMMARFORRES can order all personnel to return to work at MARCORSPTFAC as soon as possible. Go to Phase IV - Reconstitution.

2. If there is damage to the municipal infrastructure or MARCORSPTFAC but federal, state, and local governments are able to focus on coordinating a rapid recovery, COMMARFORRES may delay the return for a week or two. In such a case, the ERS (alternate) will report to the AH, augmenting the primary ERS to help sustain the continuity of operations until command and control is passed back to the MARCORSPTFAC, New Orleans. Delay Phased IV - Reconstitution.

3. If there is substantial damage to the municipal infrastructure and/or MARCORSPTFAC and the recovery efforts by federal, state, and local governments are more long term, COMMARFORRES may direct that the headquarters operate fully from the AH. Go to Phase III - Continuity Operations.

(3) Phase III - Continuity Operations. MARFORRES G-3/5 ensures that continuity of operations is maintained throughout transfer of command and control during the Phase II evacuation. Phase III commences upon COMMARFORRES decision to relocate all personnel from the MARFORRES staff and MSCs to their respective AH to continue operations. Phase III ends upon return of MARFORRES command and control to New Orleans. The following tasks can be expected should COMMARFORRES decide to relocate the Command to the alternate headquarters.

(a) COMMARFORRES will issue the order for the MARFORRES and MSC Staffs to relocate to their respective AH.

(b) An Equipment Recovery Team (ERT) is formed and returns to MARCORSPTFAC, New Orleans in order to load and transport pre-identified mission-essential equipment and publications to the respective AH. ERT members accompany all equipment to the final destination. HQBN, with support from the MARFORRES G-4, is the lead for transportation of equipment and publications.

(c) MARFORRES Staff Sections, HQBN, and the MSCs coordinate the movement and accountability of their personnel, respectively. Once all personnel are in place and accounted for, daily morning reports will commence. In addition to their

chain of command, Marines, Sailors, and federal employees may obtain information through the toll-free telephone number (1-800-638-4698), the MARFORRES Facebook, Twitter, and Mass Communication Tool on when to report for duty at the AH.

(d) COMMARFORRES determines if contractors are required to relocate to the appropriate AH for the duration of Phase III. If required, the Regional Contracting Officer (RCO) coordinates with the contractors to have their employees move to the AH.

(e) Initially the CO, MARCORSPTEAC and the CAT remain in New Orleans and continue to assess and report the situation in coordination with the municipal, parish, state, and federal officials via the EOC LNOs. Dependent upon security requirements, projected length of the Command's relocation to the AH, the MARCORSPTEAC, CAT, and RBE personnel numbers may be adjusted as the situation requires.

(f) The CAT provides COMMARFORRES with a daily SITREP, and recommends/advises as to when conditions permit a return to New Orleans per references (n) and (o).

(g) Policies for allowing Military personnel and federal employees to return to the New Orleans area to assess damage to personal property depend on the environment in New Orleans and surrounding areas. Federal employees may return as permitted by local and state authorities, but must be in a leave status if during the normal work week.

(4) Phase IV -Reconstitution. Phase IV commences upon the decision by COMMARFORRES to re-establish command and control at MARCORSPTEAC, New Orleans. This decision is made when conditions permit a safe return of our Marines, Sailors, and federal employees. Phase IV ends upon completion of the reconstitution of MARFORRES personnel in New Orleans.

(a) Should conditions permit an immediate return to New Orleans following the storm, command and control for the retrograde is executed by the CAT in New Orleans. Regular operations at MARCORSPTEAC, New Orleans will resume per COMMARFORRES' guidance; normally on the first practical weekday following the order to return. The MARFORRES AC/S, G-3/5 recommends to COMMARFORRES when there is sufficient capability at MARCORSPTEAC to shift full command and control of the Force from the AH back to New Orleans.

(b) Should conditions require a delayed return, but not long-term relocation, the CAT is augmented by the pre-identified CAT second shift personnel to assist in monitoring the current situation and ensuring COMMARFORRES has the best information in order to determine a specific timeline for the return to New Orleans. Planning responsibilities for the return to New Orleans remain with the CAT in New Orleans, as they have the best situational awareness, but is coordinated with the MARFORRES staff at the AH. The AC/S, G-3/5 is the lead at the AH for coordinating with the MSC G-3s and the Headquarters Commandant to synchronize the return effort across all commands. The AC/S, G-3/5 in coordination with the AC/S, G-6 reports when there is sufficient capability at MARCORSPTFAC to shift full command and control of the Force from the AH back to New Orleans.

(c) Should conditions require a long-term relocation of MARFORRES commands away from the New Orleans area, the decision to return and reconstitute in the New Orleans area is condition-based. The return will then be a phased and deliberate process to ensure that personnel and their dependents have housing, adequate workspace, and communications in order to resume daily operations at MARCORSPTFAC. The MARFORRES G-3/5 is the lead for planning the return and will coordinate with the CO, MARCORSPTFAC and CAT in New Orleans as well as HQBN and the MSCs. The following can be expected once the situation allows for the return to New Orleans:

1. COMMARFORRES issues the order to return to New Orleans.

2. MARFORRES Staff Sections, HQBN, and the MSCs are responsible for notifying their personnel of the return and the sequence in which they will return. In addition to their chain of command, Marines, Sailors, and federal employees may obtain information through the toll-free telephone number (1-800-638-4698), the MARFORRES web page at <http://www.marforres.marines.mil>, the MARFORRES Facebook site, Twitter, and the Mass Communication Tool on when to return to duty in New Orleans. For additional guidance see reference (q).

3. The CAT in New Orleans executes command and control of the returning Marines, Sailors, and federal employees.

4. The AC/S, G-3/5 in coordination with the AC/S, G-6 advises COMMARFORRES when there is sufficient capability at the MARCORSPTFAC to shift full command and control back to New Orleans.

5. COMMARFORRES directs command and control be shifted from the AH to New Orleans. The MARFORRES AC/S, G-3/5 notifies HQMC CRC of the relocation from the AH back to MARCORSPTFAC, New Orleans.

c. Tasks

(1) MARFORRES AC/S, G-1

(a) Assign personnel to the designated G-1 billets on the ERS Roster (See ANNEX A).

(b) Augment MARCORSPTFAC personnel as required, to conduct pre-storm actions to limit damage to personnel and property.

(c) Provide Commander/Staff with information relating to evacuation entitlements during a disaster event.

(d) Maintain roster of civilian personnel and their families requiring special accommodations for early evacuation.

(e) Provide guidance to uniformed personnel executing PCS orders or who are separating during a disaster event.

(f) Manage the Evacuation Personnel Accountability System (ePas) database.

(g) Provide guidance to civilian personnel hired during the period of a disaster event.

(h) Manage the Government Travel Charge Card (GTCC) during the conduct of an evacuation to include activating cards under the MARFORRES hierarchy through coordination with HQBN, MSCs, HQMC, and Citibank as required, for extended evacuation support requirements.

(i) Prepare evacuation orders for COMMARFORRES signature, as required.



(j) Coordinate with the G-3/5 CAT senior watch officer to develop clear, concise MARFORRES mass communication messages that are informative and provide clear guidance for the Force enabling individual Marines, Sailors and federal employees to take proper action.

(k) Provide evacuation orders for all Marines, Sailors, and federal employees, as required.

(l) Maintain accountability for all MARFORRES and MSC Headquarters personnel throughout the evacuation period per reference (q).

(m) Be prepared to expand temporary additional duty claim processing capabilities in order to meet increased demand as a result of an evacuation.

(n) Augment HQBN Destructive Weather Briefs with subject matter experts on orders and associated entitlements during an evacuation.

(o) Determine eligibility for evacuation benefits on submitted claims.

(2) MARFORRES AC/S, G-2

(a) Provide Intelligence Preparation of the Battlespace (IPB) to include overlays for the New Orleans metropolitan area and surrounding areas to include communities on Lake Ponchartrain's Northshore that depict flood elevations in prone areas, maps by zip code, and critical infrastructure, including power, water, and sewer.

(b) Provide product support to AC/S, G-3/5 for hurricane preparation exercises.

(c) Provide weather updates as may be required. Develop a plan for ensuring classified material and classified spaces under the cognizance of the G-2 and special security office are properly secured/protected. Coordinate with the Security officer, as required.

(d) Adhere to Intelligence Oversight restrictions concerning collection activities against U.S. persons. Information collected on U.S. persons that indicates the existence of a threat to life or property or violation of law

will be turned over to civilian law enforcement officials per reference (r).

(3) MARFORRES AC/S, G-3/5

(a) Provide oversight for the MARFORRES continuity of operations planning and execution.

(b) Develop and lead hurricane/COOP exercises prior to the commencement of hurricane season on 1 June and another during the hurricane season to ensure Marines and Sailors who execute PCS orders to New Orleans are aware of policies and procedures in the case of a hurricane or other COOP event.

(c) Augment HQBN Destructive Weather Briefs with subject matter experts on continuity of operations, this plan, and the activation and operation of the CAT.

(d) Track the development of tropical depressions, storms, and hurricanes during the hurricane season from 1 June to 30 November each year with a focus on those that will impact MARFORRES Headquarters or subordinate units. Advise COMMARFORRES and MSCs on potential impacts and considerations for maintaining continuity of operations.

(e) Advise COMMARFORRES when the HURRCOR requires a change. Once changes in HURRCOR are authorized, publish the change in the Automated Message Handling System (AMHS).

(f) Notify HQMC PP&O via the CRC, other Marine Force (MARFOR) commands, MARFORRES MSCs, NAS JRB New Orleans, and the New Orleans Federal Executive Board of intentions and actions to be executed in the event of evacuation and continuity of operations.

(g) Notify HQMC, MARFORs, and MSCs of the decision to evacuate.

(h) Advise COMMARFORRES when the ERS is in place and capable of command and control of the Force as well as monitoring the evacuation of the Headquarters from New Orleans.

(i) Notify HQMC, MARFORs, and the MSCs of the change in location for MARFORRES command and control and all new contact information for the Command.

(j) Maintain liaison with municipal, parish, state, and federal agencies throughout the year to facilitate planning during a hurricane or other regional disaster event.

(k) During Phase IV, advise COMMARFORRES when command and control can be resumed at MARCORSPTFAC, New Orleans. Upon Commander's authorization to return command and control to MARCORSPTFAC, notify HQMC, MARFORs, and MSCs of the change in location of MARFORRES command and control.

(l) Assign personnel to the designated G-3/5 billets on the ERS Roster (See ANNEX A).

(4) MARFORRES AC/S, G-4

(a) Assign personnel to the designated G-4 billets on the ERS Roster (See ANNEX A).

(b) Provide Distribution Management Office (DMO) support to units executing COOP Plans.

(c) Provide assistance to the MSC G-4s to facilitate logistics planning and execution of the respective MSC Evacuation/COOP Plans.

(d) Assist HQBN with the development of an embarkation plan for mission essential equipment.

(e) Coordinate transportation for mission-essential equipment to the MSC AH locations.

(f) Provide one Staff Non-Commissioned Officer (SNCO) to serve as the SNCO in charge of the ERT.

(5) MARFORRES AC/S, G-6

(a) Assign personnel to the designated G-6 billets on the ERS Roster (See ANNEX A).

(b) Develop a contingency communication plan for the command.

(c) Ensure essential personnel possess required communication assets to enable them to conduct daily operations while in an evacuated status.

(d) Inspect and make operational checks of the communications equipment to include NIPR, SIPR, and Tandberg capabilities at the AH.

(e) Provide assistance to the MSC G-6s to facilitate communication planning and execution of the respective MSC Evacuation/COOP Plans.

(f) Be prepared to transfer services from MARFORSPTFAC located servers to locations not impacted by hurricanes.

(g) Be prepared to provide service desk services from the AH.

(6) MARFORRES AC/S, G-8

(a) Provide supplemental personnel to augment LNOs to the New Orleans EOC and the Louisiana State EOC/Fusion Center in Baton Rouge.

(b) Ensure personnel designated as LNOs complete the following courses prior to hurricane season: Incident Command System (ICS) 100 and 200; National Incident Management System (NIMS) 700 and 800b; IS-546.12 Continuity of Operations Awareness Course; and IS-547.a Introduction to Continuity of Operations. The courses can be accessed at: <http://training.fema.gov/IS/crslist.aspx>.

(7) MARFORRES AC/S, Facilities

(a) Develop/maintain Memorandum of Agreements (MOA) with commands that possess facility responsibilities at the AH locations. Each MOA will delineate support for the ERS and follow-on forces in order for MARFORRES and MSC Headquarters to maintain continuity of operations.

(b) Assign appropriate Facility personnel to the ERS and the RBE during the evacuation/COOP.

(c) Ensure master keys are maintained and available to the remain behind personnel.

(d) Ensure contracts are in place to refuel generators in order to maintain power to essential areas of

MARCORSPTFAC to enable life support and communications for the RBE.

(e) Coordinate maintenance and repairs as required, both pre and post-hurricane per reference (s).

(f) Develop and publish close out procedures for Quarters A.

(8) Security Manager

(a) Develop a plan for the storage and transportation of classified material during an evacuation.

(b) In coordination with MARFORRES AC/S, G-6, develop a plan to safeguard SIPRNET computers left behind and a plan to transport SIPRNET computers to the AH.

(c) In coordination with the AC/S, G-2, plan for a "vacate command post inspection" with MSC and principal and special staff security managers.

(9) Regional Contracting Office (RCO)

(a) Develop and provide a Contingency Contracting Plan in support of COOP.

(b) Be prepared to execute contracts in support of the AC/S, Facilities for repair and recovery requirements, post-storm.

(10) Public Affairs Department (PAD)

(a) Develop a crisis communications plan for public notification of evacuation, and if required, subsequent relocation to an alternate headquarters.

(b) In coordination with MARFORRES AC/S, G-1 and AC/S, G-3/5, prepare a social messaging plan that provides multiple platforms to disseminate information to Marines, Sailors, and federal employees that is consistent with command directives and instructions for an evacuation.

(c) NLT 31 May, develop/update the plan to move the Tactical Imagery Production System (TIPS) to the MARFORRES AH at NAS, JRB, Ft Worth, Texas.

(11) CO, HQBN, MARFORRES

(a) NLT 31 May, publish/update a Continuity of Operations Support order that details HQBN supporting functions to COMMARFORRES to ensure continuity of operations and safety of personnel during an evacuation.

(b) In coordination with the MARFORRES HQ staff, develop/review and update an Equipment Density List (EDL) for mission essential equipment required to support mission essential functions from the AH NLT 31 May each year.

(c) Maintain an embarkation plan for the movement of mission essential equipment to the AH in support of COOP.

(d) Maintain a plan for the management and storage of personal effects for Marines residing in government bachelor housing prior to, during, and after an evacuation and the execution of COOP.

(e) Be prepared to provide transportation for personnel who do not possess a POV to either a safe haven or the AH.

(f) Conduct hurricane awareness and preparation training for all Marines, Sailors, and civilians stationed at MARCORSPTFAC, New Orleans. Coordinate with MARFORRES AC/S, G-1 and AC/S, G-3/5 for subject matter expert presentations.

(g) Assign personnel to the designated HQBN billets on the ERS and RBE rosters, in ANNEX A.

(h) Appoint a Headquarters Commandant for the AH.

(i) Form an ERT to retrieve mission essential equipment from the MARCORSPTFAC in the case of COOP execution.

(12) CO, MARCORSPTFAC, New Orleans

(a) NLT 31 May publish/update the installation continuity of operations order to delineate policies and procedures during a hurricane evacuation as well as an all-hazards evacuation of the facility. Priority planning is for the hurricane evacuation of MARFORRES and MSC Headquarters from the MARCORSPTFAC, New Orleans.

(b) Maintain installation security with Marine Corps civilian police augmented by Marines.

(c) Identify manpower requirements for augmentation of installation personnel to support security and life support requirements for the RBE.

(d) Assume command of the RBE.

(e) In coordination with MARFORRES Headquarters Staff, execute facility close-out procedures as delineated by hurricane conditions of readiness.

(f) Provide LNO to NAS JRB New Orleans EOC.

(g) Maintain accountability for CAT/RBE and report to the MARFORRES G-1.

(13) Commanding General, 4th Marine Division (4th MarDiv)

(a) NLT 31 May, publish/update a Hurricane Evacuation and Continuity of Operations order to delineate evacuation procedures for the 4th MarDiv Staff and provide guidance for subordinate units which may be required to evacuate a local reserve training center due to an impending hurricane or other natural disaster.

(b) Ensure the Commanding Officer, 14th Marines coordinates with MARFORRES AC/S, G-3/5, AC/S, Facilities, and COOP planners to ensure designated spaces and communication assets in Building 4210 on NAS JRB Fort Worth, Texas as identified during the MARFORRES COOP site visits, are available to COMMARFORRES upon the execution of evacuation and/or COOP.

(c) Identify and assign an officer responsible for continuity of operations and ensure the individual receives appropriate training.

(d) Ensure all Inspector-Instructor (I-I) sites maintain a continuity of operations Standard Operating Procedure (SOP) as part of their desktop procedures. Include in the SOP procedures for reporting HURRCOR changes, evacuation intentions, and post-event unit condition and accountability. Post-event reporting is completed via the chain of command. Reporting

requirements are in ANNEX C, APPENDIX 3 (Pre and Post Event Reporting Requirements).

(e) Notify MARFORRES CAT and MARFORRES AH COC of intentions and actions to be executed in the event of evacuation and continuity of operations.

(f) Notify COMMARFORRES and adjacent MSCs of the decision to evacuate.

(g) Notify COMMARFORRES when the Division ADVON is in place and capable of providing command and control for the Division and its major subordinate elements. Provide information on the AH location and contact information for the 4th MarDiv staff. Notify COMMARFORRES, if and when, 4th MarDiv command and control transfers to the alternate command post.

(h) Identify support requirements and request MARFORRES staff augmentation as necessary to plan and execute the 4th MarDiv COOP.

(i) Ensure accountability procedures are in place for all I-I permanent personnel as well as non-drilling Selected Marine Corps Reserve (SMCR) Marines in the units affected by an evacuation.

(j) Participate in annual MARFORRES Hurricane/COOP exercises.

(k) Be prepared to provide two administrative clerks to MARFORRES AC/S, G-1 in order to assist in the preparation of evacuation orders and the processing of travel claims.

(14) Commanding General, 4th Marine Aircraft Wing  
(4th MAW)

(a) NLT 31 May, publish/update a Hurricane Evacuation and Continuity of Operations order to delineate evacuation procedures for the 4th MAW Staff and provide guidance for subordinate units which may be required to evacuate a local reserve training center due to an impending hurricane or other natural disaster.

(b) Task the Commanding Officer, Marine Aircraft Group 41 to coordinate with MARFORRES AC/S, G-3/5, AC/S,



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Facilities and COOP planners to ensure designated spaces and communication assets in Buildings 1410, 1068, and 1050 on board NAS JRB, Fort Worth, Texas are identified and available to COMMARFORRES in the event of execution of an evacuation and/or COOP.

(c) Assign an officer responsible for continuity of operations and ensure the individual receives appropriate training.

(d) Ensure all Site Commands maintain a continuity of operations SOP as part of their desktop procedures. Included in the SOP will be procedures for reporting HURRCOR changes, evacuation intentions, and post-event unit condition and accountability. Post-event reporting will be completed via the chain of command. Reporting requirements are in ANNEX C, APPENDIX 3 (Pre and Post Event Reporting Requirements).

(e) Notify MARFORRES CAT and MARFORRES AH COC of intentions and actions to be executed in the event of evacuation and continuity of operations.

(f) Notify COMMARFORRES and adjacent MSCs of the decision to evacuate.

(g) Notify COMMARFORRES when the 4th MAW ERS ADVON is in place and capable of providing command and control for the MAW and its major subordinate elements. Provide information on the new location for 4th MAW AH and all new contact information for the 4th MAW Staff. Notify COMMARFORRES, if and when, 4th MAW command and control transfers to the AH.

(h) Identify support requirements and request augmentation as necessary from the MARFORRES staff sections to facilitate planning and execution of the 4th MAW COOP.

(i) Ensure accountability procedures are in place for all unit permanent personnel as well as non-drilling SMCR Marines in the units affected by an evacuation/COOP event.

(j) Participate in annual MARFORRES Hurricane/COOP exercises.

(k) Be prepared to provide availability and readiness of aviation assets to support pre and post-event requirements.

(1) Be prepared to provide two administrative clerks to MARFORRES AC/S, G-1 in order to assist in the preparation of evacuation orders and the processing of travel claims.

(15) Commanding General, 4th Marine Logistics Group  
(4th MLG)

(a) NLT 31 May, publish/update a Hurricane Evacuation and Continuity of Operations order to delineate evacuation procedures for the 4th MLG Staff and provide guidance for subordinate units which may be required to evacuate a local reserve training center due to an impending hurricane or other natural disaster.

(b) Assign an officer responsible for continuity of operations and ensure the individual receives appropriate training.

(c) Ensure all I-I sites maintain a continuity of operations SOP as part of their desktop procedures. Included in the SOP will be procedures for reporting HURRCOR changes, evacuation intentions, and post-event unit condition and accountability. Post-event reporting will be completed via the chain of command. Reporting requirements are in ANNEX C, APPENDIX 3 (Pre and Post Event Reporting Requirements).

(d) Notify MARFORRES CAT and MARFORRES AH COC of intentions and actions to be executed in the event of evacuation and continuity of operations.

(e) Notify COMMARFORRES and adjacent MSCs of the decision to evacuate.

(f) Notify COMMARFORRES when the 4th MLG ERS ADVON is in place and capable of providing command and control for the MLG and its major subordinate elements. Provide information on the new location for 4th MLG AH and all new contact information for the 4th MLG Staff. Notify COMMARFORRES, if and when, 4th MLG command and control transfers to the AH.

(g) Identify support requirements and request augmentation as necessary from the MARFORRES staff sections to facilitate planning and execution of the 4th MLG COOP.

(h) Ensure accountability procedures are in place for all I-I permanent personnel as well as non-drilling SMCR

Marines in the units affected by an evacuation.

(i) Participate in annual MARFORRES Hurricane/COOP exercises.

(j) Be prepared to provide two administrative clerks to MARFORRES AC/S, G-1 in order to assist in the preparation of evacuation orders and the processing of travel claims.

(16) Commanding General, Force Headquarters Group (FHG)

(a) NLT 31 May, publish/update a Hurricane Evacuation and Continuity of Operations order to delineate evacuation procedures for the FHG Staff and provide guidance for subordinate units who may be required to evacuate a local reserve training center due to an impending hurricane or other natural disaster.

(b) Assign an officer responsible for continuity of operations and ensure the individual receives appropriate training.

(c) Ensure all I-I sites maintain a continuity of operations SOP as part of their desktop procedures. Included in the SOP will be procedures for reporting HURRCOR changes, evacuation intentions, and post-event unit condition and accountability. Post-event reporting will be completed via the chain of command. Reporting requirements are in ANNEX C, APPENDIX 3 (Pre and Post Event Reporting Requirements).

(d) Notify MARFORRES CAT and MARFORRES AH COC of intentions and actions to be executed in the event of evacuation and continuity of operations.

(e) Notify COMMARFORRES and adjacent MSCs of the decision to evacuate.

(f) Notify COMMARFORRES when the FHG ERS ADVON is in place and capable of providing command and control for the FHG and its major subordinate elements. Provide information on the new location for FHG AH and all new contact information for the FHG. Notify COMMARFORRES, if and when, FHG command and control transfers to the AH.

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(g) Identify support requirements and request augmentation as necessary from the MARFORRES staff sections to facilitate planning and execution of the FHG COOP.

(h) Ensure accountability procedures are in place for all I-I permanent personnel as well as non-drilling SMCR Marines in the units affected by an evacuation, per reference (q).

(i) Participate in annual MARFORRES Hurricane/COOP exercises.

(j) Be prepared to provide two administrative clerks to MARFORRES AC/S, G-1 in order to assist in the preparation of evacuation orders and the processing of travel claims.

d. Coordinating Instructions

(1) During Phase I, review all after action reports from the previous hurricane season and make appropriate adjustments to evacuation and COOP plans.

(2) Designate representatives to the CAT. Refer to CAT SOP.

(3) All Staff Sections and MSCs will ensure that classified material is properly secured in accordance with reference (e) and ANNEX C, APPENDIX 2 prior to evacuation.

(4) Each Staff Section/MSc will validate its ERS personnel database and will review and update evacuation checklists.

(5) From 1 May to 30 November, Staff Sections and MSCs will remain vigilant in reviewing and updating evacuation checklists and ERS personnel database on a weekly basis.

(6) All Staff Sections and MSCs will ensure personnel maintain updated information in ePas.

(7) All MARFORRES personnel will evacuate with unclassified laptop computers and associated equipment, to include BlackBerries and cellular telephones.

(8) Each Staff Section/MSc will provide personnel to the RBE as designated in ANNEX A Task Organization.

(9) All Staff Sections and MSCs provide/validate names and supporting documentation of federal employees who require special accommodations for early evacuation with the Civilian Personnel Office (CPO).

(10) All Staff Sections, MSCs, and their subordinate units will assign a COOP officer and ensure they complete the following training as part of their assignment prior to hurricane season: Incident Command System (ICS) 100 and 200; National Incident Management System (NIMS) 700 and 800b; IS-546.12 - Continuity of Operations Awareness Course; and IS-547.a - Introduction to Continuity of Operations. The courses can be accessed at: <http://training.fema.gov/IS/crslist.aspx>.

## 5. Administration and Logistics

### a. Administration

(1) MARFORRES General and Special Staff sections, MARCORSPTFAC, New Orleans, and the MSCs will ensure all personnel have evacuation plans for themselves and their families, to include families of Marines who are on Temporary Additional Duty (TAD).

(2) Contractor employees will be advised of the command decision to evacuate by their Contracting Officer Representative (COR) or the designated Contracting Officer Technical Representative (COTR). Contractors and their employing company are responsible for their own evacuation. Only a warranted Contracting Officer is authorized by law to direct the contractor employees to report to an alternate work site. For specific guidance concerning Contractor and Government employee evacuation, refer to ANNEX E, Personnel.

(3) Accountability will be maintained through the normal morning report procedure. Accountability procedures are published by the MARFORRES G-1 in ANNEX E.

(4) Personnel who have a spouse that is a first responder, are exempt from evacuating during a "directed evacuation" and may remain in the area if their spouse is required to remain in the city in that official capacity. Approval authority is at the MARFORRES Chief of Staff level via the MSC Chiefs of Staff and Department Heads. Adequate contact information and a plan for post-storm contact are mandatory. In

the event of COOP, it may become necessary for the individual to displace to the AH.

(5) There may be other extenuating circumstances, e.g., a spouse is too ill to safely evacuate, that preclude military personnel or federal employees to evacuate. Again, the MARFORRES Chief of Staff is the approval authority for those cases, via the MSC Chiefs of Staff and Department Heads. Daily accountability during the evacuation is mandatory.

(6) All personnel assignments are listed in ANNEX A, APPENDIX 1.

b. Logistics

(1) Staff sections will submit any additional logistical requirements needed to function from the AH to the HQBN S-4.

(2) During Phase II, the MARCORSPTFAC, New Orleans will identify available billeting in the vicinity of the AH for MARFORRES General and Special Staff except for elements of G-4 that will be in a separate location and will secure their own billeting. MSCs will be responsible for securing billeting for Marines and federal employees under their command at their respective AH.

6. Command and Signal

a. Command

(1) COMMARFORRES, in the event of an evacuation, will relocate to NAS JRB, Ft Worth, TX.

(2) CG, 4th MarDiv will relocate to Grand Prairie, TX.

(3) CG, 4th MLG will relocate to Marietta, GA.

(4) CG, 4th MAW will relocate to Warner Robins AFB, GA.

(5) CG, FHG will relocate to NAS JRB, Ft Worth, TX.

(6) XO, HQBN, MARFORRES will relocate to NAS JRB, Ft Worth, TX.

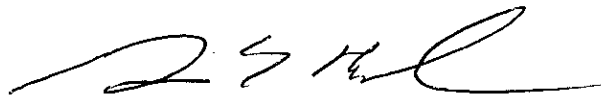
(7) CO, MARCORSPTFAC, will remain behind and assume command of the RBE.

b. Signal

(1) Upon transfer of command and control to the AH, the MSCs via their respective Operations Officer will notify higher, adjacent, and subordinate commands via AMHS messaging.

(2) The MARFORRES Emergency Manager is located in Mission Assurance, G-3/5. The Emergency Manager will provide the AC/S, G-3/5 and the CAT Senior Watch Officer of hurricane tracking and actions being taken by local municipal, parish and state authorities. Once the CAT is activated the MARFORRES Emergency Manager will become part of the CAT. The COC remains in place throughout the evacuation. Upon evacuation, the MARFORRES COC will maintain communication with the COC at the AH until command and control is transferred. Once command and control has transferred, the CAT and COC will monitor situation and provide SITREPs as necessary.

(3) The MARFORRES COC is located on the third deck, in the MARFORRES, G-3/5, room 3W2200. The COC can be contacted at 504-697-7371 or via email at the following:  
MARFORRESCDO@mfr.usmc.mil.



G. T. HABEL  
Executive Director

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ANNEXES:

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